



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

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M E M O R A N D U M
08-03

TO: All Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: September 5, 2007

SUBJECT: SUSPENSION of SSNs on PERSONAL REIMBURSEMENT DOCUMENTS

With the ever present threat of "identity theft" we are reviewing business practices to safeguard employee personal information. Effective immediately, please suspend the requirement for individuals to put Social Security numbers (SSNs) on Personal Reimbursement (PE-1) documents.

Because DFMS relies upon SSN or a vendor's EIN in order to issue a check, you must establish an internal process in order for your Accounts Payable employee to get the SSN in the system, when needed. If a personal reimbursement has been processed for the employee within eighteen (18) months, the SSN has not been purged from DFMS and will not need to be re-entered. However, if the employee's SSN has never been entered into DFMS or if they have not requested reimbursement within 18 months, the SSN may need to be keyed into the system (depending upon when the purge is run, the SSN may be accessible up to 24 months). Your internal process can be as simple as allowing your Accounts Payable employee to have access to reports generated by PHRST that contain name, address, and SSN. Once you develop a process, please add it to your existing policies and procedures.

The SSN block of the PE-1, therefore, should be **blank**. If it has not been purged, the SSN can be extracted from the vendor table (VEND), vendor name table (VNAM) or obtained through your internal process. It is critical that the employee's full name and address is submitted on the PE-1 for validation against the existing information in DFMS as well as any internal process you may set up. State organizations that utilize OMS will continue to extract SSN from the OMS vendor table.

If you have any questions or concerns regarding this procedural change please contact your State Accountant.